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LOGISTICS
INSTRUCTION

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SUBJECT: Overtime

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1. GENERAL *states the agency policy on overtime work and outlines the procedure for approval*
The provisions of Agency Regulation [] govern the approval and utilization of overtime work. The purpose of this instruction is to set forth existing Logistics Office policy and procedure for the approval and performance of overtime within the overall policy and restrictions prescribed by the above mentioned Agency Regulation.

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2. POLICY

- a. Overtime in the Logistics Office shall be kept to an absolute minimum and emphasis must be placed upon full utilization of the regular working hours of each employee.
- b. Overtime will be directed only to meet emergency requirements where it can be demonstrated that regular working hours are not sufficient.

~~This does not apply to a minimum or standby force on Saturdays~~ []

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- c. Estimated overtime must be authorized in advance for each pay period by the Chief or Deputy Chief of Logistics. Estimates shall be based

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~~For a standby force on Saturdays~~, known work requirements which necessitate overtime, plus a reasonable allowance, for unforeseen contingencies based on past experience.

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3. RESPONSIBILITIES

- a. The Chief of each Staff or Division is responsible for:
- (1) Preparing estimates of overtime for each pay period.
 - (2) Directing the performance of overtime work pursuant to advance authorization by the Chief or Deputy Chief of Logistics.
 - (3) For determining that each instance of overtime directed is fully justified.
 - (4) For determining that funds allocated to the Division are adequate for payment of overtime work.
 - (5) For maintaining control ^{and} continually reviewing overtime requirements to insure the effective application of the policies set forth in Paragraph 2 above.

4. PROCEDURE

- a. Overtime Estimates. On the Friday preceding each pay period, the Chief of each Staff or Division will prepare Form 32-3, "Request for Approval of Overtime", in an original and four copies. The original and three copies shall be forwarded to the Chief, Administrative Staff for consolidation and approval by the Chief or Deputy Chief of Logistics, and subsequent submission to the Comptroller. Upon approval by the Comptroller, the Chief, Administrative Staff will return to the Chief of each Staff or Division a copy of the request on which approval is indicated. Each Staff or Division must keep within the approved overtime granted to their activities in order that the Logistics Office does not exceed its budget.

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- b. Direction of Approved Overtime. When the need for overtime arises, the circumstances should be stated in writing either as a memorandum to the Chief of the Division or Staff, or as a memorandum for the record. Approval by the Chief of the Staff or Division will be indicated by his signature on the memorandum. Such memoranda^a shall be retained in the files of the Staff or Division except as indicated in paragraph 4c below.
- c. Overtime in Excess of Pay Period Request. When the amount overtime estimates for the pay period is exhausted and there is need^e for the performance of additional overtime work, the memorandum stating the circumstances justifying such overtime ~~shall~~^{will} be immediately forwarded, to the Chief, Administrative Staff for review and subsequent approval by the Chief or Deputy Chief of Logistics. Where the exigencies of the situation do not permit the delay incident to securing prior approval by the Chief or Deputy Chief of Logistics, the Chief of the Staff or Division concerned is authorized to direct the performance of overtime work ~~without awaiting such prior approval~~^{will}. However, approval ~~must~~^{will} be secured as early as possible thereafter.

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Acting Chief of Logistics

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AS/LO/ECB:lmr (16 September 1953)